

17 MAR 1977

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Partial Hiring Freeze Until New Ceilings
Are Established

REFERENCES : (a) Presidential Memorandum for Heads of Executive
Departments and Agencies dtd 1 Mar 77
(b) OMB Bulletin No. 77-7 dtd 3 Mar 77; subject:
Limitation on Hiring and Revision of
Employment Ceilings

1. On the basis of the references, the Agency's ceiling is temporarily limited to the on-duty strength as of 28 February 1977. According to the strength report for 28 February 1977, the Agency was 78 below our previously authorized ceiling of [REDACTED]. This shortfall is not replaceable during the period of the partial freeze. OMB will work out with the agencies new ceilings for FY 1977 and 1978 by "early April." Once new ceilings are established, the current limitations on hiring will be withdrawn; but agencies will be required to develop target levels for full-time permanent and total employment as of 30 June 1977 and 31 March 1978. These targets will be submitted to OMB no later than 22 April 1977. Once agreed upon, these targets will be treated as employment ceilings against which Agency efforts to reach the new year-end ceilings will be measured.

2. Under the guidance, 75 percent of the vacancies occurring during the period before the imposition of new ceilings in April may be filled. The following figures show past experience for staff and contract separations (ceiling count personnel only):

	<u>March</u>	<u>April</u>
FY 1975	[REDACTED]	
FY 1976		
Projection FY 1977 (estimate)		

Application of the guidelines to the projection implies that ☐ may enter on duty (EOD) during March 1977 and, should the freeze continue through April, another ☐ that month.

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3. The OMB guidance gives priority to hiring those applicants to whom EOD commitments were made before 1 March. Should this produce more hiring than allowed under the 75 percent rule, the necessary exemption would be made to allow it. In the case of the Agency, at the present time firm commitments have been made to ☐ applicants for March entrance on duty, leaving a reserve of eight for priority needs.

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4. Should the partial hiring freeze persist into April, the Office of Personnel anticipates establishing EOD dates as follows:

a. Clerical. Twenty EOD's, with first priority to typists and second priority to stenographers.

b. Professional/Technical. Forty EOD's with priority to:

(1) those with EOD dates set in February for April;

(2) minorities;

(3) those cleared and contacted in February but for whom EOD dates had not been set;

(4) incoming members of the Communications class beginning 11 April 1977.

Based on our present estimate of commitments, ☐ will be available for EOD in April. A large number of applicants, however, are in the pipeline, of which many may be cleared in April. Thus, it is possible that enough will be cleared that the Office of Personnel will have to allocate EOD's based on discussions establishing relative need.

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5. Should March separations exceed expectation, the April EOD's would be adjusted upward according to the 75 percent rule. Conversely, should they be fewer than expected, the April EOD's would be adjusted downward.

6. As the immediate EOD's will be driven by pipeline considerations, it is to be expected that Directorates and Independent Offices may be misaligned with respect to current ceiling figures. The reallocation of any revised ceilings would have to be done in response to guidance from the Deputy Director of Central Intelligence and the Comptroller.

F. W. M. Janney

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Attachments

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